

FLEXIBLE WORK OPTIONS AT A GLANCE -- PILOT STUDY

Schedule	Definition	Eligibility ¹
Standard Work Week (Existing Option)	Employee works 8 hrs per day, 40 hrs per week on 5 of 7 calendar days. For vast majority, work days are Monday– Friday. May flex start-lunch-stop times within the work day.	<ul style="list-style-type: none"> Exempt/Non-exempt² Full-time (F/T) & Part- time (P/T)
Temporary Schedule Changes (Existing Option)	<ul style="list-style-type: none"> Temporary change can be approved in start/stop times, assigned work days, and scheduled day off . Non-Exempts can be approved up to ½ day absence without leave charge, provided time made up during same work week (<i>Occasional Reschedule</i>) Exempts can be approved to adjust assigned daily work hrs provided effort = appointment % by month's end 	<ul style="list-style-type: none"> Exempt Non-exempt employees on alternate work schedule only. (Non-exempt employees on standard work week may not work more than 8 hrs in one day due to overtime issues.) F/T & P/T Employees
Telecommuting (Existing Option)	<ul style="list-style-type: none"> Work at home or other location Difference between ad hoc/intermittent and <i>regular</i> F/T or P/T telecommuting (TC) Written agreement required for regular F/T or P/T 	<ul style="list-style-type: none"> Only Exempt can do regular F/T or P/T TC Non-exempt can do only intermittent/ad-hoc TC
Variable 5/40 Work Week (New)	Employee works 40 hrs over 5 of 7 calendar days, but may work more or less than 8 hrs on any one day. For vast majority, work days are Monday – Friday	<ul style="list-style-type: none"> Exempt/Non-exempt F/T & P/T Employees
4/10 Work Schedule (New)	Employee works 4 ten-hour days in a calendar week (40 hrs) Day off = any day = Not limited to Fridays	<ul style="list-style-type: none"> Exempt/Non-exempt F/T Employees Only Individuals or Groups
9/80 Work Schedule (New)	Rotating 2-calendar week schedule (A or B) assigned by organization so that appropriate coverage is maintained. <u>1st Week</u> : 9 hrs a day, Mon – Thurs and 8 hrs on Fri (44 hrs) <u>2nd Week</u> : 9 hrs a day, 4 days and 1 day off (36 hrs) <ul style="list-style-type: none"> Non-exempt work week is midday Friday to midday Friday to establish 40 hr work weeks NON-EXEMPT: Friday is only option for day off EXEMPT: May request Friday or another week day off 	<ul style="list-style-type: none"> Exempt/Non-exempt F/T Employees Only Individuals or Groups <p>Not available for:</p> <ul style="list-style-type: none"> Swing and owl shift employees

NOTE: All work schedules must include a lunch break of at least 30 minutes.

¹ Only non-represented employees are eligible to participate in the pilot study.

² Non-exempt employees participating in alternative work schedules must agree to no overtime for more than 8 hrs per day. Overtime will be paid only for more than 40 work hrs in a week.